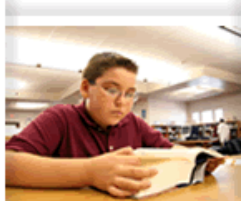


Dysart Unified School District No.89

Surprise/El Mirage, Arizona



Job Postings

POSITION AVAILABLE

[JOB CATEGORIES](#) > [SUPPORT STAFF POSITION TYPES](#) > [TRANSPORTATION POSITIONS](#)

OPEN

POSTING DATE: 07/17/2008

CLOSE DATE: 07/25/2008

VACANCY NUMBER: 00002936

LOCATION: TRANSPORTATION

POSITION: Dispatcher

JOB QUALIFICATIONS: High School Diploma or equivalent. Experience in scheduling and dispatching school buses. Ability to operate communications equipment. Strong leadership, communication, time management and problem solving skills. Intermediate proficiency in office based computerized programs (Word, Excel, and PowerPoint). Knowledge of transportation software and programs specific to transportation preferred. Ability to work flexible hours. Class B Commercial Driver's License (CDL) with air brake and passenger endorsement preferred. Such alternatives to the above qualifications as the Governing Board may find appropriate and acceptable.

JOB DESCRIPTION: To ensure the overall coverage required to meet the transportation operation scheduling demands. Respond to incidents with appropriate action to ensure safe and timely transportation of students.

DUTIES AND RESPONSIBILITIES: Establish and maintain a good rapport with employees, students, and community. Assist in planning of bus routes and schedules. Knowledge of emergency procedures. Coordinate work assignments for substitute drivers and bus aides. Assign field trips and athletic trips in accordance with school policy. Prepare early dismissal schedules. Maintain daily communication with bus drivers and other departments. Keep Assistant Director informed of all incidents in a timely manner. Maintains a high level of ethical behavior and confidentiality. Other job-related duties as assigned.

REQUIRED EXPERIENCE: High School Diploma or equivalent. Experience in scheduling and dispatching school buses. Ability to operate communications equipment. Strong leadership, communication, time management and problem solving skills. Intermediate proficiency in office based computerized programs (Word, Excel, and PowerPoint). Knowledge of transportation software and programs specific to transportation preferred. Ability to work flexible hours. Class B Commercial Driver's License (CDL) with air brake and passenger endorsement preferred. Such alternatives to the above qualifications as the Governing Board may find appropriate and acceptable.

OTHER INFORMATION: While performing the duties of this job, the employee is frequently required to stand; walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee may lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in this environment is usually moderate.

APPLY TO:

SALARY: Grade 22, starting at \$14.05 per hour

DAYS: 257

FROM - 10:30am TO - 07:00pm

GROUP / GRADE:

START DATE: 08/09 school year

To apply, click [here](#).